

## Winter Institute 2005 Basic Class Release Form

**This form is to be used when applicant wishes to enroll directly into an Advanced Class without first completing the Basic Class.**

*This form **must** be submitted via regular mail and **received** before the registration deadline, January 28, 2005.*

### **For library directors who wish to enroll in an Advanced Class without first completing the Basic Class**

Director name: \_\_\_\_\_

Library name: \_\_\_\_\_

Director length of service with library: \_\_\_\_\_  
(18 months required for release form on time of service alone)

Justification for release (for example, other training, other degree, specific experience the director has to prepare her/him for the advanced level course requested)

Library Board President signature \_\_\_\_\_  
(or Department Supervisor signature if at an institutional library)

### **For other library employees who wish to enroll in an Advanced Class without first completing the Basic Class**

Employee name: \_\_\_\_\_

Library name: \_\_\_\_\_

Employee length of service with library: \_\_\_\_\_

Justification for release (for example, other training, other degree, specific experience the employee has to prepare her/him for the advanced level course requested)

Director signature \_\_\_\_\_